PeopleSoft
Printing the Salary
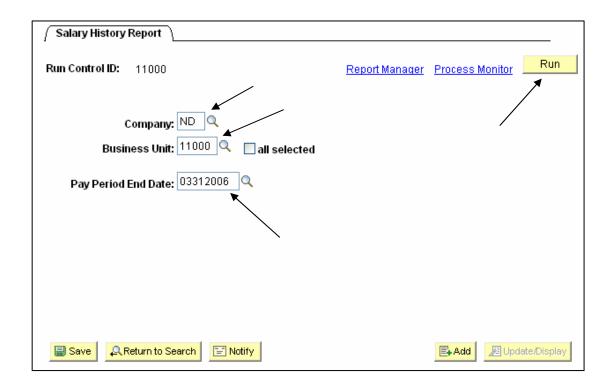# History Report
September 7, 2006

REQUESTING A SALARY HISTORY REPORT

Use the following navigation to 'Salary History Report' and select 'Add a New Value.' If you have run this report before, you can 'Search' or simply enter your 'Run Control ID'. Main Menu>ND State Applications>Reports>Salary History Report
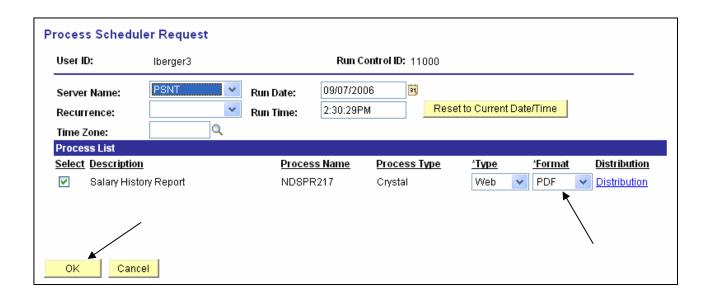

'Run Control ID' is primarily for technical tracking of processes. We recommend you simply use your 5-digit Business Unit in that field, and then click 'Add'. In the future, you may simply enter your Business Unit in the previous screen and it will recall your 'Run Control'.

The screen on the following page shows where you need to enter the Company, which is 'ND', your 5-digit Business Unit (you will only get results for the Business Units for which you have security access), and the payroll Pay Period End Date you wish to print. This report can be run for current or prior months. Then Click 'Run'.

The following screen shows the parameters for the report. The Server Name should be 'PSNT'. The report is formatted to show best in adobe PDF format so we recommend you select 'PDF' for the Format. Then click 'OK' and you will be returned to the previous screen.

When you're returned to this screen, click on 'Process Monitor' to view the status of the report running.

At this Process Monitor screen, click on 'Refresh' periodically until the Run Status of your report shows 'Success'. Then click on 'Details'.

When you come to the Process Detail screen, click on "View Log/Trace" to get the next screen with the report file name.

Process Detail

Process

Instance:	380338	Type:	SQR Report
Name:	NDSPR20	Description:	Labor Distribution Report
Run Status:	Success	Distribution Status:	Posted

Run

Run Control ID: 11000

Location: Server

Server: PSNT

Recurrence:

Update Process

○ Hold Request
○ Queue Request
○ Cancel Request
◉ Delete Request
○ Restart Request

Date/Time

Request Created On:	09/07/2006 11:33:26AM CDT
Run Anytime After:	09/07/2006 11:26:01AM CDT
Began Process At:	09/07/2006 11:33:40AM CDT
Ended Process At:	09/07/2006 11:34:10AM CDT

Actions

Parameters   Transfer

Message Log

Batch Timings

View Log/Trace

[OK] [Cancel]

Then click the report name below to view the report.

View Log/Trace

Report

Report ID:	1294	Process Instance:	380338	Message Log
Name:	NDSPR20	Process Type:	SQR Report	
Run Status:	Success			

Labor Distribution Report

Distribution Details

Distribution Node: REFNODE   Expiration Date: 11/06/2006

File List

Name	File Size (bytes)	Datetime Created
NDSPR20_380338.PDF	71,271	09/07/2006 11:34:10.660000AM CDT
Trace File	0	09/07/2006 11:34:10.660000AM CDT
Message Log	1,655	09/07/2006 11:34:10.660000AM CDT

Distribute To

Distribution ID Type	'Distribution ID
User	lberger3

[Return]

The report, shown below, may then be saved wherever you prefer to store it or you may print it at your own printer.

The screenshot shows an Adobe Acrobat window displaying the following report:

2/9/2004 STATE OF NORTH DAKOTA NDSPR217 Page 1

DEPT: Your Department 999 SALARY HISTORY REPORT

POS. NAME	CURRENT JOB CLASS	STATUS	CURRENT RATE	DATE	PREV RATE	EFF DATE	PREV RATE	EFF DATE	PREV RATE	EFF DATE
Ronald Reagan		F A	3,362.50	7/1/2003	3,237.50	4/1/2003				
000064 CL6306	AGRI MARKETING SPEC II		3.86 %							
Jimmy Carter		F A	2,713.33	7/1/2003	2,630.00	4/1/2003				
000064 CL0002	ADMIN ASSIST II(INACTIVE)		3.17 %							
Gerald Ford		P A	0.00	4/1/2003						
000064 NC9006	BRD/COMM-NOT CLASSIFIED									
Richard Nixon		F A	2,962.50	7/1/2003	2,879.17	4/1/2003				
000064 CL0212	ACCOUNT TECHNICIAN II		2.89 %							
Lyndon Johnson		P A	0.00	4/1/2003						
000064 NC9006	BRD/COMM-NOT CLASSIFIED									
John F. Kennedy		F A	8,812.50	7/1/2003	8,645.83	4/1/2003				
000064 NC9002	APPOINTED--NOT CLASSIFIED		1.93 %							
Dwight Eisenhower		F A	3,850.00	7/1/2003	3,725.00	4/1/2003				
000064 CL0823	PUBLIC INFO SPEC III		3.36 %							
Harry Truman		P A	0.00	4/1/2003						
000064 NC9006	BRD/COMM-NOT CLASSIFIED									